

STATE OF NEW JERSEY



LOCAL PROSECUTOR'S OFFICE

C3 1 0000-903

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
C310000SCHEDULE NUMBER
903PAGE NUMBER
1 OF 8DEPARTMENT
Prosecutor's Office

DIVISION

BUREAU

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

21 JAN 1999

RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0001-0000	Appeals from Municipal Court Decisions Includes: briefs, notices of hearing, correspondence, transcripts, and notices of appeal.	Sentence of defendant served plus 5 years; if no custodial sentence, final judgment plus 5 yrs		Destroy
0002-0000	Criminal Appeal Case Files Including but not limited to: briefs, transcripts, notices of appeal, appendices, hearing notices, orders and opinions.			
0002-0001	Criminal Appeal Case Files	Sentence of defendant served plus 5 yrs; if no custodial sentence, final judgment plus 5 yrs		Destroy
0002-0002	Criminal Appeal Case Files - Resulting in an Indictment	Adjudication or sentence served plus 10 yrs		Destroy
0003-0000	Defendants Committed to N.J. State Hospitals (Non-Homicide)	Closed plus 10 yrs		Destroy

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RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0004-0000

Discovery Report
Consists of a listing of fees received for providing copies of discoveries to attorneys. Includes: names of attorneys and defendants, case numbers, amounts, dates, and check numbers.

6 yrs

Destroy

0005-0000

District Court Case Files (U.S.)

Sentence of defendant served plus 1 yr; if no custodial sentence, final judgment plus 1 yr

Destroy

0006-0000

Docket Book
Includes: names of defendants, offense(s), Social Security Numbers, and dates of birth.

Permanent

Permanent

0007-0000

Evidence Records

Sentence of defendant served plus 1 yr; if no custodial sentence, final judgment plus 1 yr

Destroy

0008-0000

Grand Jury Case Files
Includes: complaints, police reports, criminal histories, synopsis sheets and disorderly persons reports, voting records, and subpoenas.

5 yrs after Grand Jury decision

Destroy

0008-0001

Grand Jury Case Files Which Do Not Result in an Indictment

0008-0002

Grand Jury Case Files Which Result in an Indictment

Closed plus 10 yrs

Destroy

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DISPOSITION

0009-0000

Grand Jury Calendars

1 yr after Grand
Jury decision

Destroy

0010-0000

Grand Jury Court Reporter's Oath
Consists of an oath of the court reporter to
record and keep secret the proceedings of the
Grand Jury.

10 yrs after
proceedings are
closed

Destroy

0011-0000

Grand Jury Report of the Foreperson (Copy)
Consists of a list of indictments voted by the
Grand Jury that is sent to Superior Court.
Original is maintained by Administrative Office
of the Courts.

3 yrs

Destroy

0012-0000

Intelligence Files - Reference Files
Consists of a summarization of information
included in the Investigation Report Files.

Permanent

Permanent

0013-0000

Investigation Report Files
All reports and memoranda concerning
investigations done by the Prosecutor's Office
itself and all special squad reports (except
homicide) which do not result in an indictment or
are otherwise not prosecuted or pursued.

Destroy

0013-0001

Investigation Report Files - Limited Sexual
Offenses NJSA 2C:14-2, 2C:14-3, 2C:24-4

65 yrs

Destroy

0013-0002

Investigation Report Files - All Other Report
Files

Closed plus
5 yrs

Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	RECORDS CENTER	
0014-0000	Juvenile Court Case Files	Closed, sentence served or final judgment plus 5 yrs		Destroy
0015-0000	Lab Reports (Copy) Consist of requests for examination of evidence and laboratory reports which provide a descriptive analysis of the evidence. Copies are maintained at the local police departments and the original is in the Prosecutor's case files.	Periodic review		Destroy
0016-0000	Ledger Books PROMIS/GAVEL Include: file number, crime class, crime, municipal court, and remarks.	Permanent		Permanent
0017-0000	Master Index Cards-PROMIS/GAVEL List: docket number, defendant, offense, judge, identification, complaint, victim, and disposition.	Permanent		Permanent
0018-0000	Prosecution Case Files (Non-Homicide) Contain: Indictments, Accusations, Statements, Dismissals and lab reports. Also includes expunged cases and Extradition Record.			
0018-0001	Prosecution Case Files - Resulting in an Indictment or Accusation	Closed plus 10 yrs or sentence served plus 10 yrs or final judgment plus 10 yrs		Destroy
0018-0002	Prosecution Case Files - Resulting in a "No Bill"	Closed plus 5 yrs		Destroy
0018-0003	Prosecution Case Files - Resulting in an Administrative Dismissal	Closed plus 5 yrs		Destroy

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RECORD
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0018-0004

Prosecution Case Files - Resulting in a "No Bill"
Which is Sent Back to Municipal Court

Closed plus 5 yrs

Destroy

0018-0005

Prosecution Case Files - Resulting in an
Administrative Remand of the Matter by the
Prosecutor to the Municipal Court

Closed plus 5 yrs

Destroy

0018-0006

Prosecution Case Files - A Direct Original
Presentation to the Grand Jury Resulting in an
Indictment

Closed plus 10 yrs
or sentence served
plus 10 yrs
or final judgment
plus 10 yrs

Destroy

0018-0007

Prosecution Case Files - A Direct Original
Presentation to the Grand Jury Resulting in a
"No Bill"

Closed plus 5 yrs

Destroy

0018-0008

Prosecution Case Files - Homicide
Microfilming recommended.

Permanent

Permanent

0018-0009

Prosecution Case Files - Index

Permanent

Permanent

0018-0010

Prosecution Case Files - Limited Sexual Offenses
Includes Sexual Assault NJSA 2C:14-2, Criminal
Sexual Contact NJSA 2C:14-3, if it involves
victim under age 18, and Endangering the Welfare
of Children NJSA 2C:24-4

65 yrs

Destroy

0019-0000

Receipt for Case Files Received

3 yrs

Destroy

0020-0000

Report to the Treasurer (Copy)
Consists of listings of fees received for
providing copies of transcripts and discoveries
to attorneys. Original is maintained by the
Treasurer.

3 yrs

Destroy

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RECORD SERIES NO.	RECORD TITLE AND DESCRIPTION	RETAIN IN		
		AGENCY	RECORDS CENTER	DISPOSITION
0021-0000	Statistical Reports			
0021-0001	Statistical Reports - Monthly	1 yr		Destroy
0021-0002	Statistical Reports - Yearly	3 yrs		Destroy
0022-0000	Wiretap Records			
0022-0001	Wiretap Tapes	10 yrs		Destroy
0022-0002	Transcripts of Intercepted Conversations	Sentence of defendant served plus 1 yr; if no custodial sentence, final judgment plus 1 yr		Destroy
0022-0003	Requests to Conduct Wiretapping Including reports to Attorney General (4 times a year) and statistical information concerning tapping procedure.	1 yr after information is incorporated into reports		Destroy
0023-0000	Visitor's Register Includes: date, badge number, name, company address, United States Citizen, department/office visited, purpose of visit, and time in/time out.	3 yrs after last entry		Destroy
0024-0000	Log Book of Criminal Look-Ups	1 yr after final entry		Destroy
0025-0000	Receipt for Indictment Services	1 yr		Destroy

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0029-0000

Vehicle Pursuit Records

0029-0001

Vehicle Pursuit Report (Copy)
Consists of a detailed report completed by Local
Police Departments per individual pursuit
situation whether charges are filed or not.

3 yrs

Destroy

0029-0002

Police Pursuit Summary Report - Quarterly

3 yrs

Destroy

0029-0003

Police Pursuit Summary Report - Annual

5 yrs

Destroy